

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 100 GENERAL ADMINISTRATION	SUPERSEDES: AR 107 (07/28/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 107 EMERGENCY RESPONSE MANUAL	EFFECTIVE DATE: 07/20/03

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PURPOSE

To ensure that all supervisory personnel are aware of and have access to predetermined, tested and approved responses to emergency situations.

To be utilized as a resource manual for command personnel and other administrative personnel during emergency situations.

AUTHORITY

NRS 209.131
NRS 209.136

RESPONSIBILITY

Each Warden/Facility Manager is responsible to provide specific, detailed instructions regarding each institution/facility, i.e., physical layout, unique characteristics, staffing patterns and other similar information.

All supervisors are responsible to be aware of and follow emergency procedures as set forth in this manual.

DEFINITIONS

DIRECTOR – The Director of the Nevada Department of Corrections

EMERGENCY SITUATION – Any significant disruption or normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action, or other serious incidents.

MUTUAL AID – An agreement between various governmental agencies to provide assistance in times of emergency.

APPLICABILITY

This regulation applies to all Department supervisory and command staff.

PROCEDURES

107.01 EMERGENCY RESPONSE MANUAL

1.1 Emergency Response Manuals shall be maintained in the offices of the following:

Director;

Assistant Director of Operations;

Wardens;

Associate Wardens;

Facility managers;

Offender Management Administrator;

Institution Central Control Centers;

Inspector General;

Employee Development Manager; and

Attorney General's Office.

1.2 The Department's Emergency Response Manual is divided into separate sections as follows: **(3-4209 through 3-4213)**

- Section I – General Emergency Response Procedure.
- Section II – Hostage Procedure.
- Section III – Tear Gas/Less lethal Weapons Procedures.
- Section IV – Escape Procedure.
- Section V – Use of Force.
- Section VI – Fire Safety Procedure including evacuation of remote camps, utility maintenance, and casualty management.
- Section VII – Emergency Notification Procedure.
- Section VII – Emergency Evacuation Procedure.
- Section IX – External resources and Mutual Aid.
- Section X – Emergency Key Procedure.
- Section XI – Bombs and bomb Threat Action Plan.
- Section XII – Inmate Disturbance/Disruptive Behavior.
- Section XIII – Employee Job Action/Work Stoppage.

1.3 Each institution/facility will maintain a log sheet in the Associate Warden Operations/Manager's Office.

1.3.1 The log will be signed by all supervisory/command personnel indicating that they have reviewed the material and understand the material in the Emergency Response Manual.

1.3.2 This log will also indicate the date reviewed.

1.3.3 All supervisory/command staff must review this manual at least on an annual basis.

1.4 The EEO/Employee Development and Employee Relations Division will provide training to all new employees regarding appropriate emergency response procedures. **(3-1208)**

1.4.1 Staff will be trained through drills, reviewing procedures, on-the-job training etc., at each institution/facility.

1.4.2 This training shall be documented. The Associate Warden of Operations will ensure
a
copy of the documentation is forwarded to the regional Employee Development Office.

1.5 The entire manual is to be considered confidential.

1.5.1 At no time will these manuals be accessible to inmates.

1.5.2 This manual will not be made available to anyone outside the Department without
the
specific approval of the Director upon the advice of the Inspector General.

1.5.3 Loss of the manual or any portion thereof or any compromise of the manual's
contents will be immediately reported to the Inspector General.

1.6 The Warden/Manager should include additional information in their manuals with specifics
unique to their institution/facility.

REFERENCES

None

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS
SPECIFIC SUBJECT.**